



## CMIS IV Project County Update #3 May 2008

### ~ Entering Other Monthly Costs ~

In the AWA system, **Other Monthly Costs** are entered differently than **Client Costs**. **If you wish to make a change to the information that was previously entered in Other Monthly Costs, you must enter the difference - not just repost a new total.**

For example:

April 08 posted \$5000 to BARS 93. Actual post should have been \$5000 to BARS 94. To correct: post a “-\$5000” (using the negative sign) to BARS 93, then enter \$5000 to BARS 94.

*If you enter \$5000 for BARS 94 and don't enter the “-\$5000” for BARS 93, the total Other Monthly Costs will appear erroneously as \$10,000.*

### ~ Cross County Agreements ~

A reminder about Cross County Agreements: If no provider is listed on the referral screen and the individual will receive services from a county other than the county of residence, the receiving county should reject the referral and add a comment to the Case Manager to “please choose Provider XYZ.”

The Case Manager can then re-enter the referral with the appropriate provider.

### ~ Multiple Rates on 0-3 Referrals ~

The system does not allow for multiple rates and service hour units. The current workaround for this issue is back into the calculation. We are working on modifying this so that multiple entries will be allowed. We will let you know when this occurs.

### ~ Need Help with the System? ~

- **STEP ONE:** Review the training materials. You may access them online at <http://www1.dshs.wa.gov/word/adsa/ddd/AWA%20-%20Counties%20Workbook.doc>.
- **STEP TWO:** Contact the person who attended training for your county for assistance
- **STEP THREE:** Contact the ADSA Help Desk at [adsahelpdesk@dshs.wa.gov](mailto:adsahelpdesk@dshs.wa.gov)

**Visit the CMIS Internet page**  
<http://www1.dshs.wa.gov/ddd/CMIS.shtml>